

**STAFF REPORT**  
**BOARD MEETING DATE: January 12, 2016**

CM/ACM \_\_\_\_\_  
Finance \_\_\_\_\_  
DA \_\_\_\_\_  
Risk Mgt. \_\_\_\_\_  
HR \_\_\_\_\_  
Other \_\_\_\_\_

**DATE:** December 21, 2015  
**TO:** Board of County Commissioners  
**FROM:** Erin Dixon, Fiscal Compliance Officer, Washoe County Health District  
775-328-2419, [edixon@washoecounty.us](mailto:edixon@washoecounty.us)  
**THROUGH:** Anna Heenan, Administrative Health Services Officer  
**SUBJECT:** Approve amendments totaling an increase of \$226,903 in both revenue and expense to the FY16 CDC PAIS – Ebola Preparedness & Response Federal Grant Program, IO 11257; and if approved direct the Comptroller’s office to make the appropriate budget adjustments (All Commission Districts)

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**SUMMARY**

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller’s Office to make the appropriate budget adjustments.

The Washoe County Health District received a Notice of Subgrant Award from the Division of Public and Behavioral Health for the period July 1, 2015 through September 30, 2016 in the total amount of \$248,720 in support of the Centers for Disease Control and Prevention (CDC) Public Health Preparedness (PHP) – Preparedness, Assurance, Inspections and Statistics (PAIS), IO 11257. A copy of the first page of the Notice of Subgrant Award is attached.

District Board of Health strategic priority: Prepare for and respond to public health threats

**PREVIOUS ACTION**

There has been no previous action taken by the Board this fiscal year.

**BACKGROUND**

This grant award supports readiness and response capability to respond effectively to Ebola virus disease. Activities include: Updating the community Concept of Operations Plan (CONNOPS), updating the Ebola Virus Disease (EVD) Emergency Response Plan, conducting community response exercises, and purchasing appropriate Personal Protective Equipment (PPE) and provide appropriate training on its use.

Funding from this award will be used to support current personnel (.05 FTE of the District Health Officer, .10 FTE of the Epidemiology Center Director, .10 FTE of the Public Health Preparedness

Manager, .14 FTE of a Public Health Emergency Response Coordinator, .17 FTE of a Public Health Emergency Response Coordinator, .10 FTE of an Epidemiologist, .04 FTE of an Epidemiologist, .02 FTE of an Administrative Assistant), contractual services, supplies and indirect costs.

The (CDC) Public Health Preparedness (PHP) – Preparedness, Assurance, Inspections and Statistics (PAIS), IO 11257 was not projected in the FY16 budget. The total award amount is \$248,720. A budget amendment in the amount of \$226,903 is necessary to bring the Notice of Subgrant Award into alignment with the FY16 program budget. A budget adjustment is not necessary for the indirect revenue.

**FISCAL IMPACT**

Should the Board approve these budget amendments, the adopted FY 16 budget will be **increased by \$226,903** in the following accounts:

| <u>Account Number</u> |                | <u>Description</u>        | <u>Amount of Increase/(Decrease)</u> |
|-----------------------|----------------|---------------------------|--------------------------------------|
| <b>2002-IO-11257</b>  | <b>-431100</b> | <b>Federal Revenue</b>    | <b>\$226,903</b>                     |
|                       |                | <b>Total Revenue</b>      | <b>\$226,903</b>                     |
| 2002-IO-11257         | -701110        | Base Salaries             | 82,471                               |
| 2002-IO-11257         | -701200        | Incentive                 | 460                                  |
| 2002-IO-11257         | -705110        | Insurance                 | 9,535                                |
| 2002-IO-11257         | -705210        | Retirement                | 23,092                               |
| 2002-IO-11257         | -705230        | Medicare                  | 1,196                                |
| 2002-IO-11257         | -710108        | Professional Services     | 66,359                               |
| 2002-IO-11257         | -710300        | Operating Supplies        | 43,790                               |
|                       |                | <b>Total Expenditures</b> | <b>\$226,903</b>                     |

**RECOMMENDATION**

Staff recommends that the Washoe Board of County Commissioners approve amendments totaling an increase of \$226,903 in both revenue and expense to the FY16 CDC PAIS – Ebola Preparedness & Response Federal Grant Program, IO 11257; and if approved direct the Comptroller’s office to make the appropriate budget adjustments.

**POSSIBLE MOTION**

Move to approve amendments totaling an increase of \$226,903 in both revenue and expense to the FY16 CDC PAIS – Ebola Preparedness & Response Federal Grant Program, IO 11257; and if approved direct the Comptroller’s office to make the appropriate budget adjustments.



State of Nevada  
 Department of Health and Human Services  
**Division of Public & Behavioral Health**  
 (hereinafter referred to as the Division)

HD #: 14892  
 Budget Account: 3218  
 Category: 24  
 GL: 8516  
 Job Number: 9307415A

**NOTICE OF SUBGRANT AWARD**

|  |                             |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
|--|-----------------------------|---|----------------------|---------------------------|---------------------|-----------|----------------|--------------|----------------|-------------|---------------------|----------|----------------|-------------|---------------------|--------------------|-----------------------------|--|--|
| <b>Program Name:</b><br>Public Health Preparedness (PHP)<br>Preparedness, Assurance, Inspections and Statistics (PAIS)   |                             | <b>Subgrantee Name:</b><br>Washoe County Health District (WCHD)   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| <b>Address:</b><br>4150 Technology Way, Suite #200<br>Carson City, NV 89706-2009   |                             | <b>Address:</b><br>1001 East Ninth St. / PO Box 11130<br>Reno, NV 89520   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| <b>Subgrant Period:</b><br>July 1, 2015 through September 30, 2016   |                             | <b>Subgrantee's:</b><br>EIN: <u>88-8000138</u><br>Vendor #: <u>T40283400Q</u><br>Dun & Bradstreet: <u>073786998</u> |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| <b>Purpose of Award:</b> Funds are intended to demonstrate achievement in the following Public Health Preparedness activities for Ebola Preparedness and Response activities, according to the CDC Grant Guidance.   |                             |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| <b>Region(s) to be served:</b> <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties: <u>Washoe</u>   |                             |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| <b>Approved Budget Categories:</b>   |                             | <b>Disbursement of funds will be as follows:</b>  |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| <table style="width: 100%; border-collapse: collapse;"> <tr><td>1. Personnel</td><td style="text-align: right;">\$ <u>116,754.00</u></td></tr> <tr><td>2. Contractual/Consultant</td><td style="text-align: right;">\$ <u>66,359.00</u></td></tr> <tr><td>3. Travel</td><td style="text-align: right;">\$ <u>0.00</u></td></tr> <tr><td>4. Equipment</td><td style="text-align: right;">\$ <u>0.00</u></td></tr> <tr><td>5. Supplies</td><td style="text-align: right;">\$ <u>43,790.00</u></td></tr> <tr><td>6. Other</td><td style="text-align: right;">\$ <u>0.00</u></td></tr> <tr><td>7. Indirect</td><td style="text-align: right;">\$ <u>21,817.00</u></td></tr> <tr><td><b>Total Cost:</b></td><td style="text-align: right;"><b>\$ <u>248,720.00</u></b></td></tr> </table> |                             | 1. Personnel  | \$ <u>116,754.00</u> | 2. Contractual/Consultant | \$ <u>66,359.00</u> | 3. Travel | \$ <u>0.00</u> | 4. Equipment | \$ <u>0.00</u> | 5. Supplies | \$ <u>43,790.00</u> | 6. Other | \$ <u>0.00</u> | 7. Indirect | \$ <u>21,817.00</u> | <b>Total Cost:</b> | <b>\$ <u>248,720.00</u></b> | <p>Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i>. Total reimbursement will not exceed <b>\$248,720.00</b> during the subgrant period.</p> |  |
| 1. Personnel   | \$ <u>116,754.00</u>        |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| 2. Contractual/Consultant  | \$ <u>66,359.00</u>         |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| 3. Travel  | \$ <u>0.00</u>              |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| 4. Equipment   | \$ <u>0.00</u>              |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| 5. Supplies  | \$ <u>43,790.00</u>         |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| 6. Other   | \$ <u>0.00</u>              |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| 7. Indirect  | \$ <u>21,817.00</u>         |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| <b>Total Cost:</b>   | <b>\$ <u>248,720.00</u></b> |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| <b>Source of Funds:</b>  |                             | <b>% of Funds:</b>  | <b>CFDA:</b>         |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| 1. Centers for Disease Control and Prevention  |                             | 100%  | 93.074               |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| <b>Federal Grant #:</b><br>3U90TP000534-03S2   |                             |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| <b>Terms and Conditions:</b><br>In accepting these grant funds, it is understood that:   |                             |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| <ol style="list-style-type: none"> <li>1. Expenditures must comply with appropriate state and/or federal regulations;</li> <li>2. This award is subject to the availability of appropriate funds; and</li> <li>3. The recipient of these funds agrees to stipulations listed in the incorporated documents.</li> </ol>   |                             |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| <b>Incorporated Documents:</b>   |                             |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| Section A: Assurances;<br>Section B: Description of Services, Scope of Work and Deliverables;<br>Section C: Budget and Financial Reporting Requirements;<br>Section D: Request for Reimbursement;<br>Section E: Audit Information Request;<br>Section F: DPBH Confidentiality Addendum;<br>Attachment 1: Detailed Work Plan  |                             |   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| Kitty Jung<br>Washoe County District Board of Health   |                             | Signature   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
|  |                             | Date  |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| Erin Lynch<br>Health Program Manager II, PHP   |                             | 9/24/15   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| Chad Westom<br>Bureau Chief, PAIS  |                             | 7/15/15   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
| for Marta E. Jensen<br>Acting Administrator,<br>Division of Public & Behavioral Health   |                             | 7/15/15   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |
|  |                             | 9/28/15   |                      |                           |                     |           |                |              |                |             |                     |          |                |             |                     |                    |                             |  |  |